

**BY ORDER OF THE COMMANDER
446TH AIRLIFT WING**

**446 AWI 32-4001
10 FEBRUARY 1999**



Civil Engineering

PLANNING AND OPERATIONS

COMPLIANCE WITH THIS INSTRUCTION IS MANDATORY

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This instruction implements AFRPD 32-40, *Disaster Preparedness*. It outlines procedures to support and complement 62d Airlift Wing Contingency Action Plan (CAP). Additionally, this instruction complements AFI 32-4001, *Disaster Preparedness Planning and Operations*, HQ AFRES, and applicable AMC supplements. It applies to all units and personnel assigned or attached to the 446th Airlift Wing, military and/or civilian.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed. This revision changes all reference from AFRES to AFRC; deletes the requirement of the 446 AW commander to appoint, in writing, a wing disaster preparedness NCO, who must be an ART; directs the EET Chief to act as the liaison between the 62nd and 446th (paragraph 2.1.2.); adds additional requires of all 446 AW units (paragraphs 2.3); changes Chemical Attack Response Exercise (CARE) to Attack Response Exercise (ARE) (paragraph 2.4.3); changes Chemical Biological Warfare Defense Training (CBWDT) to Nuclear Biological Chemical (NBC) Training (paragraph 2.4.4); directs that applicable AFIs, directives and TOs be current and on-hand (paragraph 2.4.7.); changes the reference of AFR 4-20V1 to AFMAN 37-139 (paragraph 2.5.3.); directs the unit disaster preparedness workbooks contain items, to include: wing/unit checklists, copy of the last SAV and self-inspection reports, any and all memos distributed by 446 CES/CEX, as well as additional required publications (paragraphs 2.5.3.2, 2.5.3.4, 2.5.3.6, 2.5.3.8, 2.5.3.9, and 2.5.3.10.); adds additional guidance that all disaster preparedness equipment be inspected every 6 months (paragraph 2.5.7.); adds a requirement that a budget and 30 day supply of spare parts for MCU-2A/P Mask be maintained (paragraph 2.5.8.); adds guidance that directs disaster prepared-

ness representatives to forward a copy of 6 month Self-Inspection to 446 CES Readiness Flight (paragraph 2.5.9.); requires a quarterly inventory be conducted and results forwarded to 46 AW/XP (paragraph 2.5.10); directs that the units having discrepancies forward a corrective actions reply to the 446 AW/EET and 446 CES/CEX (paragraph 2.6.4.); includes the Operations, Support and Logistics Group Commanders, 446 Public Affairs and Disaster Preparedness to the notification list (paragraph 2.7.2.); requires the 446th Medical Squadron provide Chemical Biological Agent Pharmacology Toxicology to aircrew members (paragraph 2.8.4.); moves Changes Emergency Actions Checklists to Attachment 1; moves unit responsibilities from attachment 2 to paragraph 3.3.; and moves NBC Equipment to Attachment 2. A * indicates revisions from the previous edition.

1. Implementation. The 446th Operations Center (446 OSF/DOO), located in Building 1207, serves as the focal point for command, control and communications for all 446 personnel and assets when the 62 AW Contingency Action Plan (CAP) is executed.

2. Responsibilities:

2.1. The 446 AW Commander will:

2.1.1. Develop and execute a comprehensive disaster preparedness program according to AF, AFRC, applicable AMC Supplements, and the 62 AW Contingency Action Plan (CAP).

*2.1.2. Appoint, in writing, a 446 AW Exercise Evaluation Team (EET) Chief to act as liaison between 62d and 446th AW.

2.2. The 446 Civil Engineer Squadron (CES) Readiness Technician will:

2.2.1. Serve as the wing focal point for all readiness related matters.

2.2.2. Assist the commander in ensuring an effective readiness program is executed and maintained.

2.2.3. Advise the commander on the status of ****readiness planning, preparations, training, and other support requirements.

2.2.6. Accomplish all duties as outlined in AFI 32-4001, *Disaster Preparedness Planning and Operations*, applicable AFRC supplements and the 62 AW CAP.

2.2.7. Coordinate the 446th Airlift Wing's Readiness Program with the host base.

2.2.8. Distribute host-generated disaster preparedness unit information material, pamphlets, visual aids, and other educational material. Additional material may be generated internally, as required.

2.2.9. Conduct a Readiness Staff Assistance Visits (SAV's) to all assigned units not to exceed 24 months.

2.2.10. Train unit disaster preparedness representatives, contamination control teams (CCT), and camouflage concealment and deception (CCD) teams according to AFI 32-4001, Chapter 6; AFI 32-4001/AFRES Sup; AFI 32-4007, *Camouflage, Concealment and Deception*.

2.2.11. Establish and maintain a self-inspection program according to AFI 90-201, *Inspector General Activities*, and applicable supplements.

2.2.12. Accompany or assist all higher headquarters inspection or SAV teams when 446 AW units are visited.

*2.3. All 446 AW Units will:

*2.3.1. Establish procedures to ensure that personnel are trained and familiar with actions required in the event of a major accident or incident.

*2.3.2. Establish procedures to ensure accountability of personnel after a major accident, example facility evacuation.

*2.3.3. Ensure all items on the unit Disaster Preparedness checklists for major accident actions are accomplished, as applicable.

2.4. The Squadron Commander will:

2.4.1. Appoint, in writing, a unit disaster preparedness representative who will serve as the single point of contact for all matters related to disaster preparedness. Appoint, in writing, a CCD representative and if required, a CCT team in accordance with AFI 32-4001.

2.4.2. Establish and conduct a positive Unit Disaster Preparedness program according to all applicable publications.

*2.4.3. Conduct an Attack Response Exercise (ARE) every 12 months, if mobility tasked. This can be a Wing, Group, or Squadron event.

*2.4.4. Ensure all wing, group and squadron mobility tasked personnel receive Nuclear Biological Chemical (NBC) Defense Training IAW AFI 32-4001/AFRC Sup 1, Chapter 6.

*2.4.5. Ensure wing directed Nuclear Biological Chemical (NBC) Defense Training allocations be met. Coordinate any allocation changes with the wing disaster preparedness technician at least 60 days in advance.

2.4.6. Ensure all wing, group, and organization supervisors are aware of their responsibilities outlined in this instruction.

*2.4.7. Ensure applicable AFIs, directives and technical orders are on-hand and current.

2.5. The Unit Disaster Preparedness Representative will:

2.5.1. Comply with all directives of higher headquarters regarding the unit disaster preparedness program.

2.5.2. Be prepared to meet with inspection or SAV teams to verify a positive unit disaster preparedness program.

*2.5.3. Maintain a unit disaster preparedness workbook according to AFMAN 37-139, *Records Disposition Schedule*. Contents of this book must contain the following items:

2.5.3.1. Current Disaster Preparedness Representative Letter of Appointment.

*2.5.3.2. Current wing and unit disaster preparedness checklists.

2.5.3.3. Current SAV checklists.

*2.5.3.4. Program status (include last SAV and self-inspection).

2.5.3.5. Newcomer's briefing, educational material and visual aids.

*2.5.3.6. Disaster preparedness training documentation, wing generated quarterly NBC training roster.

*2.5.3.7. Letters/information memorandums to and from 446 CES/CEX.

*2.5.3.8. AFI 32-4001/AFRC Sup, 446 AWI 32-4001, TO 14P4-15-1, *Chemical-Biological Mask Type MCU-2A/P* and TO 14P3-1-141, *Ground Chemical Defense Ensemble*.

*2.5.3.9. Attack Response Exercise Ground Rules, published by 446 CES Readiness Flight.

*2.5.4.10. Last Attack Response Exercise Report.

2.4.5. Provide initial orientation and quarterly briefings to all unit personnel to achieve the objective of the Unit Disaster Preparedness Education Program. Strongly emphasize warning signals, protective shelter locations, and emergency actions to be taken in the event of nuclear attack, major accident or natural disaster. Document initial orientations on a computer printout newcomer checklist or a Memo for the Record (MFR) and retain for one year in the disaster preparedness workbook.

2.5.5. Display the following visual aids on the unit bulletin board: 1) AFVA 32-4010, *USAF Standardized Alarm Signals - For the United States, It's Territories and Possessions*, 2) AFVA 32-4011, *USAF Standardized Alarm Signals for Areas Subject to NBCC Attack*, and 3) AFVA 32-4012, *Mission-Oriented Protective Postures (MOPP)*. Ensure the name of the unit disaster preparedness representative, phone number and shelter location is reflected in the local procedure block of the visual aid. Disaster Preparedness educational material will also be prominently displayed on unit bulletin boards.

2.5.6. Maintain and be familiar with wing provided disaster preparedness checklists in support of 62 AW CAP.

*2.5.7. Ensure all disaster preparedness related equipment (i.e., masks) is inspected every 6 months. Ensure operational and training assets are kept physically separated segregated.

*2.5.8. Budget for and maintain 30-day supply of spare parts for MCU-2A/p Chemical Biological Protective Mask. (446 CES/CEX will provide list of required parts)

2.5.9. Perform semi-annual self-inspection of the disaster preparedness program utilizing the wing provided SAV checklists. Document this self-inspection on SAV checklist. Forward a copy to 446CES Readiness Flight. Ensure corrective action is taken to eliminate any deficiencies in the program.

*2.5.10. Conduct quarterly inventory and forward results to 446 AWXP.

2.6. The 446 AW/EET Chief will:

2.6.1. Establish 446th exercise objectives.

2.6.2. Coordinate with 62 AW/CVI to incorporate 446th exercise requirements into host exercises.

2.6.3. As necessary, develop, schedule, and conduct local exercises to test 446th internal procedures (with assistance from the readiness flight chief).

*2.6.4. Ensure agencies identified in the report as having discrepancies send a reply reporting corrective actions to EET chief (with an information copy to 446 CES Readiness Flight).

2.6.5. Obtain installation commander's approval for the use of training munitions.

2.7. The 446th Operations Center (446 OSF/DOO) will:

2.7.1. Serve as the focal point for planning and directing 446 AW responses during man-made or natural disasters.

*2.7.2. In the event of a disaster involving 446 AW resources, only the 446 AW Commander, 446th Operations Group, Support Group and Logistics Group Commanders, 446 AW Safety Officer, 446 AW Public Affairs and 446 AW Disaster Preparedness Technician will be notified. Other notifications will be made, on as needed basis.

2.7.3. Ensure the 446th Operations Center has current grid maps and overlays.

2.7.4. Maintain current notification rosters and checklists in support of disaster operations.

2.8. Medical Support:

2.8.1. Medical capabilities will normally be available only during scheduled Unit Training Assemblies (UTA).

2.8.2. The 446th Medical Squadron and 446th Aeromedical Staging Squadron (446 ASTS) offers medical expertise and manpower, as available and necessary, to answer the demands of a natural or man-made disaster situation.

2.8.3. The 446th Aeromedical Evacuation Squadron (446 AES) responds to perform aeromedical evacuation of casualties as tasked. Personnel not required for aeromedical evacuation duties augment the clinic manpower team.

*2.8.4. Provide Chemical Biological Agent Pharmacology Toxicology briefings to 446 AW aircrew personnel IAW AFI 32-4001, Chapter 6, and AFI 41-106/AFRC Sup, paragraphs 1.5.6, 6.5.3, and A2.31.

2.9. The 446 AW Chaplain will:

2.9.1. Assist in the 62 AW Chaplain Control Center when established by the installation staff chaplain. Be prepared to deploy or dispatch chaplains and assistants as required to deal with emergency situations.

2.9.2. Upon arrival, assist the commander or on-scene commander by administering religious rites or consolation to victims of the disaster.

ALAN M. MITCHELL, Colonel, USAFR
Commander

EMERGENCY ACTIONS CHECKLIST

A.1. Emergency Actions – Nuclear Attack:

A.1.1. Pre-attack Actions:

A.1.1.1. Each unit will implement necessary actions to protect assigned resources and classified material according to AFI 31-401, *Managing the Information Security Program*.

A.1.1.2. During increased states of readiness, personnel not performing vital mission tasks will be directed to our shelters through the CAT.

A.1.1.3. Building custodians will ensure all personnel have been sheltered, non-essential utilities turned off and the facility made secure.

A.1.1.4. Ensure all items on unit disaster preparedness checklists for nuclear attack actions are accomplished.

A.1.2. Trans-Attack Actions:

A.1.2.1. A THREE TO FIVE MINUTE WAVERING TONE on the base siren or other device(s) denotes an attack is imminent. Proceed immediately to designated shelter.

A.1.2.2. If caught open during the attack, take cover or shelter in the nearest available culvert, ditch or behind a wall. This will afford some protection against the blast and heat.

A.1.3. Post-Attack Actions:

A.1.3.1. All unit personnel will remain sheltered and will accomplish tasks as directed by the shelter management team.

A.1.3.2. Accomplish casualty care and damage assessment as soon as it is relatively safe to do so.

A.1.4. Natural Disaster or Peacetime Emergency:

A.1.4.1. Before the Natural Disaster or Peacetime Emergency:

A.1.4.1.1. Ensure all units secure and/or store all items, which could be blown away, damaged or become airborne.

A.1.4.1.2. Brief all unit personnel on the natural disaster threat, status and precautions to be taken.

A.1.4.1.3. Disconnect all non-essential utilities throughout the building.

A.1.1.1.4. Accomplish all items on unit disaster preparedness checklists for natural disaster actions.

A.1.4.2. Natural Disaster or Peacetime Emergency (Threatened or In-Progress):

A.1.4.2.1. A THREE TO FIVE MINUTE STEADY TONE on base siren or other device(s) will denote that a peacetime disaster or natural disaster threat exists.

A.1.4.2.2. Take immediate protective shelter or other appropriate actions as required.

A.1.4.2.3. Tune into local radio and television stations for emergency information.

A.1.4.2.4. Listen to public address systems for additional instructions.

A.1.4.2.5. Remain in protective area until the "All Clear" is sounded. Notification will be verbal.

A.1.4.3. After the Natural Disaster or Peacetime Emergency:

*A.1.4.3.1. Promptly report all casualties to 446th Operations Center (446 OSF/DOO).

A.1.4.3.2. Perform damage assessment of the area and facilities then advise the 62d Civil Engineer Squadron.

A.1.4.3.3. Ascertain that no hazards exist prior to entrance to facilities or restoring electrical power.

A.1.5. Major Accident Response:

A.1.5.1. In the event any individual assigned to the 446 AW is the first to discover a major accident, he or she will immediately notify the McChord Command Post by the most expedient means possible.

A.1.5.2. Personnel will perform rescue, fire suppression, and first aid within their individual capability.

A.1.5.3. Evacuate the area upwind to a safe distance and await response forces if imminent danger is present.

A.1.5.4. The McChord AFB Command Post directs the response.

A.1.5.5. The 446th Operations Group (446 OG) Commander will:

A.1.5.5.1. Assemble all available qualified flight crews to respond for aircraft evacuation or taxi as directed by the McChord AFB Command Post.

A.1.5.5.2. Immediately impound all applicable records of 446 AW flight crewmembers involved in aircraft accidents. Be prepared to deliver these records to the McChord AFB Command Post upon request.

CHEMICAL BIOLOGICAL WARFARE DEFENSE EQUIPMENT (CBWDE)

A.2. Chemical Biological Warfare Defense Equipment (CBWDE) used for Training:

*A.2.1. Commanders are authorized; a maximum of one complete training ground crew chemical ensemble per authorized mobility position. The 446 CES/CEX provides guidance with initial and training replacement equipment. Units must program their requirements well in advance to allow for funding and requisitioning pipeline time frames.

A.2.2. MCU-2 A/P mask is an operational chemical biological radiological mask that will be used for training and deployments. Owning organizations are responsible for the storage, inspection, and accountability of these assets.

A.2.3. Store training ensembles on wooden hangers or folded neatly when not in use, and in a cool, dry and secure location. Masks will remain in the carrier when stored.

A.2.4. Ensure all operational and training individual protective equipment items are stored separately.

A.2.5. The 446 CES/CEX Readiness Office provides guidance on types and quantities of spare parts.